

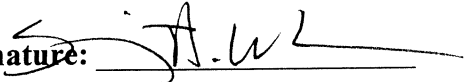
Evaluation of Position Description

Labor Category/FLSA: Nonexempt

 Current Position Description
 X **Proposed Position Description**

Date Prepared: 07/05/03

Approving Official: Name: Sheryl A. Wheeler
Title: HR Specialist

Signature: 

Position Title/Series/Grade: Boiler Plant Supervisor (Maintenance), WS-5402-11

ORGANIZATION: Division of Property Management

REFERENCES: OPM JGS Boiler Plant Operator, WG-5402, Mar 91; Heating and Boiler Plant Equipment Mechanic Series, WG-5309, 11/92; A/C Equipment Mechanic, WG-5306, Jun 71; Federal Wage System Supervisors Job Grading Standard, Dec 92.

TITLE AND SERIES DETERMINATION: Subject position has responsibility for supervising work within the WG-5402 series. The incumbent is responsible for comprehensive supervisory duties and tasks that are required in the planning, work direction and administration, of personnel and work detailed to areas. The incumbent serves as a working supervisor and is required to perform the duties required of a WG-11 Boiler Plant Operators. The incumbent is responsible for supervising between 10-15 workers assigned to the work group. The incumbent coordinates comprehensive maintenance programs for major utility systems within the Central Utilities. The Central Utilities operates and maintains: Five industrial high pressure steam boilers, each producing 150,00 - 200, 000 pounds of steam per hour at 165 psi, for a total steam plant capacity of 800,000 pounds of steam per hour: sixteen electrically driven industrial centrifugal refrigeration units of different manufactures utilizing refrigerant 12, 22, or 1392 in sizes from 3000 to 5000 ton capacity each, for a total plant capacity of 68,000 tons and three centrifugal air compressors, with a capacity of 1500 - 3000 CFM each. This industrial equipment is used to supply steam, chilled water and compressed air utility services to over 50 buildings housing a variety of research and medical facilities, a 470 bed research hospital and other administrative buildings located on the NIH reservation. Based on this review, the title and series, Boiler Plant Supervisor(Maintenance), WS-5402 is the appropriate title and series for this position.

GRADE DETERMINATION: This job involves the supervision of employees engaged in trades and labor work and thereby meets the coverage of the Job grading Standard for Supervisors.

Factor 1: Nature of supervisory Responsibility:

The incumbent is required to supervise work operations and personnel by planning, directing work operations and overseeing administrative aspects of the work group or shift. The position requires the incumbent to function in work situation #2. The incumbent is required to perform all of the responsibilities specified in work situation #1 as well as Work situation #2. The incumbent is required to plan work on a week by week basis however, long range planning requires projected schedules on a month to month basis. He is also responsible for coordinating work operations and employees assigned to the group.

Factor 2: Level of Work Supervised:

Since the work operations within the Central Utilities are so diverse, the workers who are classified as Boiler Plan Operators are required to install, troubleshoot, repair and maintain industrial type A/C units and high power steam boilers, and all equipment related to the operation of Central Utilities equipment. Journeyman level positions are classified at the WG-11 level. The incumbent is required to supervise personnel at lower levels WG-08 - WG-11. The highest grade level supervised is a WG-11.

Factor 3: Scope of Work Operations Supervised: The cope of the work operations for this Supervisor is established at level B. The level is calculated on the basis of the following data.

A. Scope of Assigned Work function and Organizational Authority:

The incumbent is required to make judgements when work situations warrant decisions. The supervisor is responsible for assuring that the Boilers and A/C units remain in operating order and they must assure that subordinate workers and leasers respond with appropriate actions. Work accomplished by personnel assigned to the Central Utilities who are responsible for routine and emergency maintenance programs. Work accomplished under the direction of the incumbent is key to ongoing operations with the Central Utilities. Although some decisions are clear and defined, many are not, and considerable discernment must be exercised. Level A-2 = 45pts.

B. Variety of Function:

The incumbent is required to supervise work of subordinate personnel who are classified at the WG-11 level as well as lower level staff. The incumbent may be required to supervise personnel in other series. Level B-3 = 50pts.

C. Workforce Dispersion:

Workers ~~are~~^{are} assigned to perform their duties on the NIH campus or reservation. The equipment stationary and housed in building 11, 34, and 58. Level C-4 - 5pts.

- IV. Conclusion: The supervisor is performing work that is established at the WS-11 level. There are not any special factors which must be considered. Since the incumbent is responsible for overseeing operations and personnel assigned to Central Utilities, the official title of the position is established as Boiler Plant Supervisor (Maintenance), WS-5402-11

Boiler Plant Supervisor (Maintenance) WS-5402-11

Introduction:

The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

The Central Utilities operates and maintains: Five boilers operating at 150,00 and 200,000 pounds of steam per hour and 165 PSI, for a total capacity of 800,000 pounds of steam per hour: Sixteen electrically driven centrifugal refrigeration units, from 3000 to 5000 ton capacity each, for a total capacity of 68,000 tons: three rotary screw air compressors, with a capacity of 1500 - 3000 CFM each. The plant also houses high voltage, 13,800 volts, distribution equipment. This industrial equipment is used to supply steam, chilled water and compressed air utility services to a variety of research and medical facilities, a 470 bed research hospital and other administrative buildings located on the NIH reservation. The Power Plant is operated around the clock on a continuous basis.

Factor 1 - Nature of Supervisory Responsibility

The incumbent is responsible for supervising boiler plant maintenance personnel in accomplishing the mechanical maintenance responsibilities. In conjunction with a working leader, the incumbent provides directions and instructions on operating requirements for the group. Incumbent is responsible for the planning, coordination and direction of the maintenance and repair of all the mechanical equipment in the boiler, chillers, incinerator and air compressor plants located in Buildings 11, 34 and 58. Makes operating decisions concerning sequence, priority, and which pieces of equipment are to be operated to meet load demands within the scope of management direction.

Planning: Plans and organizes the weekly work, schedules, assignments and responsibilities that are to be accomplished by subordinate staff. Reviews the preventive maintenance schedules for major pieces of equipment and makes adjustments as necessary to accommodate new construction, renovation, operating conditions and personnel resources. Makes decisions for the day concerning changes to subordinate worker assignments. Coordinates the activities of the maintenance group with the supervisor or leader of the current operating shift, High Voltage and Instrument Groups involving the maintenance and repair of the plant.

Explains work requirements, methods, and standards, personally instructing subordinates work procedures and schedules, assigns workers to various tasks. Assigns subordinates between maintenance assignments to keep work balanced and subordinates busy. Establishes deadlines, priorities, and work sequence in order to keep boilers, chillers and air compressors operating at maximum efficiency and production. Plans work assignments based on general work schedules, methods, and established policies.

Informs Supervisor of the need to revise the maintenance and/or work schedules. Participates with the Supervisor in the planning of current and future work schedules and staffing needs.

Work Direction: Supervises the proper maintenance and repair activities of the boilers, chillers, incinerators, air compressors and all auxiliary equipment. Investigates maintenance problems in the plant and takes immediate corrective actions or recommends to higher management what action should be taken. Notifies management of those situations which if not corrected, could cause equipment failure or utility interruptions.

Makes duty assignments to subordinates based on ability and availability. Checks their work while in progress and upon completion to ensure that all work is done according to established procedures and guidelines and the equipment is maintained in the most efficient and economical manner possible.

Investigates means for improving maintenance and repair procedures and reducing costs by studying basic procedures and work flow and initiates action to improve maintenance and repair procedures. Responsible for keeping abreast of new techniques, procedures and troubleshooting methods to make the maintenance programs and procedures more effective and efficient. Major changes are reviewed with Supervisor.

Administration : Schedules and approves leave requests of assigned group personnel, sets performance standards, makes formal appraisals of work performance, and recommends participation in training programs.

Incumbent is responsible for training needs, training procedures and reviews results. Provides on-the-job training and orientation for new employees in the proper maintenance and repair of the boilers, chillers, incinerators, air compressors and other related auxiliary equipment. Recommends subordinates for formal training related to boiler control systems, mechanical maintenance procedures, preventive maintenance, etc. Maintains production records and makes special reports to superior, assures that adequate tools and supplies are available and controls use and substitutions. Assures that proper safety equipment and precautions are taken and that safety hazards are eliminated.

Enforces all safety, housekeeping, standards of conduct, and plant policies and procedures. Sets example for proper conduct and performance through own exemplary actions.

Initiates recommendations for promotion, reassignment, special leave procedures or disciplinary action, as needed. Counsels subordinates and discusses any complaint or concern with the Union member or its stewards in order to achieve an informal resolution of any complaints or grievances at the lowest level possible.

Factor II - Level of Work Supervised:

The incumbent serves as the supervisor of the maintenance group with a normal work week of Monday through Friday. These personnel have the responsibility for the proper maintenance and repair of all mechanical equipment in the plant.

The grade levels of the above non-supervisory positions who perform the work have been established at WG-05 (Worker,) WG-08 (Junior Journeyman), WG-10 (Journeyman), WG-11 (Senior Journeyman) and WL-11 (Working Leader).

Factor III - Scope of Work Operations Supervised:

Scope of Work Functions: The incumbent works with a considerable amount of independence. Receives general instructions from the Assistant Chief or Chief, PPS and thereafter is expected to accomplish assignments without immediate guidance or instruction. Incumbent is responsible for the planning, coordination and direction of the maintenance and repair of all mechanical equipment on a daily, week-by-week and monthly basis and has first level supervisory and decision making authority regarding the maintenance activities in the plant. Incumbent has first level supervisory and decision authority over the personnel assignments and maintenance activities in Buildings 11, 34 and 58. Generally, assignments are carried out independently through subordinate leaders who then carry out assigned tasks or projects without immediate guidance or instruction. Makes routine decisions regarding personnel assignments, leave approval, maintenance and repair activities and emergency response according to established guidelines. Reviews workload, equipment maintenance status and personnel availability to adjust workload between the operations and maintenance groups.

Assignments are given both orally and in writing and may include standing instructions or operating procedures. The incumbent is responsible for overseeing and monitoring the assigned personnel in performance of their duties and responsibilities, and in accordance with regulations, policies and overall goals. Work is reviewed by observation, discussions, timely completion of assignments and through staff meetings for conformance with established policies, etc.

Variety of Functions and Operations: Supervises the work of 10-15 personnel consisting of workers (WG-05), junior-journeymen (WG-08), journeymen (WG-10), senior journeymen (WG-11) and working leaders (WL-11) with duties comparable to the dissimilar occupations of boiler plant equipment mechanic and air conditioning equipment mechanic voltage electrician trades.

Workforce Dispersion: Subordinate employees work primarily in the Boiler, Incinerator and Chiller Plants of Building 11 and Chiller Plant in Building 34, as well as the Fuel Oil Pumping station in Building 58. Work assignments are typically accomplished within a few days to several weeks, but may change on any day depending on workload and manpower availability.

Factor IV - General Facts and Information about the Position:

Physical Efforts: Uses his hearing, eyes, sense of smell and feel. Occasionally climbs ladders, crawls, bends, stoops, or crouches during plant inspections. Some standing, walking on concrete floors, climbing stairways and ladders. Light to moderate effort in turning valves, when needed. Occasional stacking and moving of equipment and supplies. During times of emergencies may be required to rush to problem areas to assist operating personnel to avoid (1) possible damage to equipment, (2) excessive smoke or (3) utility outage.

Working Conditions: Normally, work is performed inside plant, but incumbent may frequently go outside during inclement weather. He is exposed to the hazards of working around running machinery, including exposure to extreme temperature, noise, boiler explosions, steam leaks, soot, scalding water, hot oil, burns from hot surfaces, and toxic amounts of chemicals, gas, fumes, and odors. Working environment is not air conditioned during the heat of summer when temperatures are aggravated by heat derived from the boilers.

Supervisory Time: Incumbent spends approximately 80% of time performing supervisory duties and 20% of time performing non-supervisory duties which are not closely related to the supervisory functions.